September 14, 2020

**National Executive Director Profile**

**(Remote or in Ottawa)**

The Executive Director (ED), in partnership with the Board of Directors, will be a strategic leader, focused on delivering the mission, objectives, program goals and provision of the highest quality of service to members, partners and the staff/volunteer team of IL Canada. They will be able to demonstrate success in leadership and have experience supporting a Board of Directors in its governance role. The ED will represent IL Canada and act as principal liaison with various constituencies including agencies, governments, donors, sponsors and volunteers.

**Job duties**

Responsible for day-to-day operations of Independent Living Canada, including:

* + Supervision and performance management of IL Canada’s staff team.
  + Outcome tracking and management for external contractors.
  + Supporting the Board of Directors in government relations and community outreach.
  + Providing administrative support to Board committees.
  + Communicating with 25+ Independent Living Centres across Canada, providing them support on IL Canada projects, and relaying local information and needs to the IL Canada Board.
  + Supporting the accreditation process for Centres Under Development and reaccreditation for existing member Centres
  + Writing communications and missives on behalf of the organization
  + Grant writing and proposal submissions
  + Fostering community nationally and developing new and creative partnerships
  + Other duties as required, in consultation between the Executive Director and the Board.

**Qualifications:**

The ideal candidate will have lived experience of disability, successfully led other associations operating at a National level and experience with revenue diversification. This leader works collaboratively with internal and external stakeholders in a strong team environment; demonstrates flexibility in organizing and undertaking work; shows a high degree of initiative, discernment, creativity and resourcefulness; exhibits excellent communication and relational skills; demonstrates thoughtfulness and intelligence in decision making; and has an unwavering focus on outcomes for the vulnerable. The successful candidate will have a demonstrated commitment to Disability Justice and experience within the not-for-profit sector.

A degree in Social Sciences, Education or Business is desired, as is a minimum of five years of relevant senior leadership experience in a dynamic environment, with significant business or management experience, preferably with a deep understanding of the not-for-profit sector. IL Canada is committed to supporting bilingualism. French Proficiency is preferred.

This will be a full-time (37.5 hours per week) position in Ottawa or remotely, ending March 31, 2022, with renewal contingent on job performance and continued funding. Salary subject to negotiation.

For more information about IL Canada, please visit www.ilcanada.ca

Please email your resume and cover letter to: [hr@ilc-vac.ca](mailto:hr@ilc-vac.ca).

We thank all applicants for their interest, however only those under consideration for the role will be contacted.

Independent Living Canada (IL Canada) is a national registered charity with over 30 years of history and a national office based out of Ottawa. We lead a nation-wide network of independent living centres and community partners in building an inclusive and accessible Canada for persons with disabilities.

Independent Living Canada supports the Government of Canada’s Employment Equity Act and encourages applications from the four employment equity designated groups: women, Aboriginal peoples, persons with disabilities and members of visible minorities. Il Canada also supports creating and sustaining a workplace that is equitable and inclusive of the LGBTQ2S+ community as well as other equity-seeking groups.